



# Office of the City Clerk

Weekly Report – for Week Ending September 8, 2017

## OFFICE OF THE CITY CLERK – PROJECT HIGHLIGHTS AND STATUS

### **Elections**

Staff attended the Los Angeles Registrar-Recorder/ County Clerk's Voter Systems Assessment Project Lab session on September 7, 2017. Highlights included information on the County's new voting system as well as plans for a voting center pilot project targeted for the 2018 Elections.

### **Business Improvement Districts (BIDs)**

A meeting was held on September 7, 2017 to address the upcoming renewal of nine BIDs (expiring December 31, 2018) and the modification scheduled for one BID on January 1, 2019. Attendees included BID representatives and their consultants who discussed the timeline and process requirements for the renewals and the modification.

### **Neighborhood Council (NC) Funding Program**

NC Funding will present two sessions for the Congress of Neighborhoods on Saturday September 9, 2017. Both sessions will include training on how to utilize the new system, the do's and don'ts of spending public funds, and an update on underutilized special accounts that have been set aside for NCs.

### **Records Management**

The City Archivist periodically contributes historical columns to *Alive!*, the magazine of the City Employees Club. The most recent articles on the Japanese Internment Camps during World War II and on the Tom Bradley Administration can also be viewed on the City Clerk's webpage at:

[http://cityweb.ci.la.ca.us/NETDOCS3/docsmanager/docroot/clkrmdroot3407114771\\_09062017.pdf](http://cityweb.ci.la.ca.us/NETDOCS3/docsmanager/docroot/clkrmdroot3407114771_09062017.pdf)

### **Systems**

The Neighborhood Council election calendar and Call Log tracking application databases are being established for the next NC election. The calendar application serves as a tickler file to help the Elections Division coordinate important milestones for all NC related election events. The Call Log tracker will assist NC staff in tracking and responding to inquiries made for each NC by board members or the public.

The City Attorney has approved the use of the Novus Agenda template to accommodate the new E-sign Ordinance application that will be implemented for the Mayor's office. The workflow has been designed to allow for the Mayor's office to approve and electronically sign City ordinances, replacing the traditional wet signature, saving time and paper resources.

### ***Upcoming***

City Council is in recess for the League of Cities from September 12-15, 2017, and for the observance of Rosh Hashanah on Friday, September 22, 2017.